

**NOTE TO USER:** In the areas with [brackets] you must fill in the information requested and delete the brackets from the document once you have filled in the information. In the areas with (parenthesis) you must include the referenced attachment and label it using the same attachment number. If you have questions, contact your DCED Local Government Specialist. (revised 3/11/03)

Chief, Voting Section  
Civil Rights Division  
Room 7254-NWB  
U.S. Department of Justice  
950 Pennsylvania Ave., NW  
Washington, D.C. 20530

[Date], 20\_\_

**SUBJECT:** Submission under Section 5 of the Voting Rights Act  
[insert reason for requesting preclearance, e.g. special election, ordinance revision]  
[**NOTE:** If you are requesting Expedited Preclearance, state here and begin the first sentence stating so.]

To Whom it May Concern:

The City of [insert city name], which is located in the State of Alaska, [in the unorganized borough or insert borough name if appropriate], is requesting preclearance of the attached Elections Ordinances [insert ordinance chapter numbers and name and chapter number for any other ordinance that you are requesting review for, e.g. City Council Ordinance (Chapter 5)]. The reason for this action is to [insert reason, such as: clarify and explain the election procedure in more detail, change the date of the city's regular election to coincide with the date prescribed in Alaska Statute Title 29.26.040 (the first Tuesday in October), change the terms of council members, at the termination of their current terms, to rotate into staggered three year terms as provided in the city's ordinances and AS 29.20.150]. **NOTE:** be sure to label and include any additional attachments referenced here.

The proposed change will in no way deny or abridge any voter's right to vote on the basis of membership in a race or language minority. The population of [insert city name] is [insert population information from most recent census]; with approximately [insert percentage of native/non-native population information from most recent census] % Alaska Native. English is widely spoken. The proposed change will not conflict with subsistence, fishing, or other activities nor interfere with any individuals right to vote.

There is no past or pending litigation concerning these/this change(s) or related election practices. The date for conducting municipal elections [insert date information e.g. first Tuesday in October].

The authority for this action is AS 29.26.010, which authorizes a governing body to prescribe the rules for conducting an election. (Attachment 2). The [insert city name] City Council members are:

[insert name], Mayor  
[insert name], member  
[insert name], member  
[insert name], member  
[insert name], member;  
[insert name], member; and  
[insert name], member

The official responsible for conducting elections in the City of [insert city name] is the City Clerk. The name, address and telephone number of the City Clerk are listed below.

The City of [insert city name] is entirely within the same precinct boundary [if not within same boundary, insert appropriate information] for state and local elections.

The following individuals may be contacted for further information.

_____, City Clerk/Administrator City of [insert city name] P.O. Box _____ [city name], Alaska 99____ (907) ____-____	_____, Mayor City of [insert city name] P.O. Box _____ [city name], Alaska 99____ (907) ____-____	[Local Gov't Spec name], Local Gov't Specialist State of Alaska, DCED [Address] [city name], Alaska 99____ (907) ____-____
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Sincerely

Attachment 1: Election Ordinance

Attachment 2: AS 29.26.010

Attachment 3: Minutes of council meeting at which the ordinance(s) was/were adopted